 <b>Missouri Department of Natural Resources Administrative Policies and Procedures</b>		
<b>Chapter 1 Employee Relations</b>		
<b>Employee Advisory Council Policy</b>	<b>Effective date</b>	<b>Revised</b>
<b>Number: 1.04</b>	<b>May 18, 2001</b>	<b>Sept. 7, 2010</b>

The Department of Natural Resources will actively include representation of all employees in the development and review of departmental policies and procedures. To meet this goal the Department established the Employee Advisory Council (EAC). The EAC is to serve all employees.

## REFERENCES

Employee Advisory Council By-Laws

## DEFINITIONS

*Division:* One of the functioning agencies within the department, including:

- Office of the Director (including the Division of Administrative Support, Soil and Water Conservation Program and Water Resources Center)
- Division of Energy
- Division of Environmental Quality
- Division of Geology and Land Survey
- Division of State Parks

*EAC liaison:* This person is responsible for facilitating communications between the EAC and all employees. The EAC Liaison is selected by the Department Director and reports all EAC matters to the Director.


*EAC HR liaison:* An employee of the Human Resources Program responsible for facilitating communication between the EAC and the program, and providing assistance with payroll and employment issues as they arise.

*Employee:* Any individual employed by the department that is affected by its policies and procedures.

*Employee group:* Any group of individual employees affected by department policies and procedures, including, but not limited to various employee classes, the Multicultural Affairs Committee, Executive Staff, and program directors.

*Employee Relations Office:* The section of the Director's Office that is responsible for employee grievance, discrimination, mediation and other employee issues.

*Field offices:* Offices of the department located outside of Jefferson City.

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## **GENERAL PROVISIONS**

It is the mission of the EAC to foster and enhance a positive and supportive work environment among all department employees.

The EAC shall work to ensure department policies and procedures are written so they can be easily understood and consistently applied. The EAC shall review policies and procedures periodically, or as directed, to assure continued applicability.

The EAC liaison will bring forward on an as-needed basis any complicated grievance and discipline issues.

Members of the EAC are expected to represent all department employees with honesty, integrity, and respect as outlined in the Values Statement in the EAC by-laws.

The power of the Council rests in the Council as a whole, not in individual members or officers.

### **Council authority**


The EAC may review department policy issues in response to:

- Individual employee inquiry
- Employee group inquiry
- EAC liaisons request
- Council member request

In consultation with the EAC liaisons, the EAC will decide which policy matters are appropriate issues for Council review and action.

The Council will make recommendations through the EAC liaison to the appropriate decision-maker on matters brought before it.

The department director has final authority on all EAC recommendations.

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### **Coordination of communication**

The EAC liaisons will coordinate and facilitate communications.

### **Confidentiality**

It is essential that members of the EAC maintain confidentiality concerning matters that can be identified with individual employees or other matters that have been designated as confidential by the EAC liaisons. Each member will sign a Statement of Confidentiality upon election or appointment to the EAC.

### **Support of the Council**

Members of the EAC may prepare for, travel to, and attend meetings as part of their daily work. It is the responsibility of members and their supervisors to communicate and coordinate any issues relating to work schedules, EAC time commitments and needs, and other work-related items.

It is in the interest of both the Department of Natural Resources and the EAC to support and encourage each other for the benefit of the department, its employees, and for the State of Missouri.